



Frequently Asked Questions By Interns

1. What is the meaning of the acronyms LRGC, LFA, and LAG?

LRGC -- Legislative Research and General Counsel

LFA -- Legislative Fiscal Analyst

LAG -- Legislative Auditor General

2. Where do I get pens, pencils, staplers, tape, file folders, highlighters, envelopes, letterhead stationery, and other office supplies?

Obtain office supplies to be used by your legislator from the chamber in which your legislator holds membership. The House and Senate copy room session employees will help you with needed supplies.

Obtain office supplies to be used by you from the intern office.

3. Where do I post my legislator's mail?

Your legislator's mail is sent through the state mail system and should be posted at the front desk in the Senate and in the copy/supply room in the House (depending on which chamber your legislator holds membership).

4. How do I access my legislator's email?

Your legislator must add you as an email proxy from his/her computer. Contact the appropriate House or Senate IT staff person to assist you and your legislator in creating this proxy.

5. How can I access my email from the Internet?

From a computer *in* the intern office, log on and go to your email account. (The intern room computers are the only computers that will accept your logon ID and password so that you can connect with the network.) Click on "Tools," then "Options," then "Security." Set up an email password, different from your logon password but one that you can remember. Once this password has been established, you can access your state email account over the Internet by going to the web address "email.state.ut.us."

6. Where is my legislator's bill in the drafting process and when will it be introduced?

A bill request filed with the Office of Legislative Research and General Counsel by a legislator is assigned to a drafting attorney. The drafting process may be as simple as adding or changing a few words in the Utah Code and can be done very quickly. However, other bill requests may require numerous meetings with the requesting legislator, representatives from



interest groups, representatives from government agencies, or constituents. The process may require time for interested parties to negotiate compromises, a process that may be time consuming. The complexity of drafting a bill in this environment requires time without a clear, predictable time line for completion. Thus, it is sometimes very difficult to ascertain when a bill will be completely drafted and made ready for introduction. The technical and clerical process for preparing a bill for introduction is three to four days. Again, it must be remembered that this time frame does not accommodate the actual drafting time needed by the drafting attorney or analysis.

7. How long does it take to get a fiscal note for a bill and what is the fiscal note process?

Once a bill has received the sponsor's approval and is numbered, it is sent to the Legislative Fiscal Analyst's office for a fiscal note. It is received by that office in both an electronic format and hard copy. Once the hard copy of the bill is in the hands of the fiscal analyst, up to three days are allowed for the preparation of the fiscal note to be attached to the bill.

8. Where do I go for budget information, including the appropriation report and executive appropriation committee action?

The Office of Legislative Fiscal Analyst (LFA) located on the third floor of the west building is where all budget information is kept. Budget data is also available on the legislative website at <http://le.utah.gov/asp/lfa/lfareports.asp>.

9. When I am sent to LRGC by my legislator to speak to an attorney or policy analyst, what information should I have in order to make the visit brief, yet productive?

The key to a productive experience with LRGC staff is to be very specific in what information you are requesting.

Know the name of the attorney or analyst you want to see. If your legislator does not provide the name of the staff member you need to see, check with Shelley or Clay.

Know the bill number about which you are inquiring. Legislators can only inquire about bills they are sponsoring.

Know the exact question the legislator wants answered.

If the legislator wants to schedule a meeting with the attorney or analyst, be prepared with the date, time, and place for the proposed meeting. If the legislator wants the attorney or analyst to call him or another individual, be prepared with the telephone number. Also convey to the attorney or analyst the nature of the meeting and the names of others who will attend.



10. Are there other ways to communicate with LRGC staff?

Yes. Use the telephone and email. Direct telephone extensions and email addresses of legislative staff are available to interns.

Whatever method of communication is selected, you need to know who to communicate with, the bill number or issue, and exactly what question needs to be asked.

11. How do I track my legislator's legislation?

A list of numbered bills will be made available to you. The legislative website is an indispensable asset in monitoring legislation. Enter the bill number in the "Quick Bill Search" box on the legislative home page to find out where the bill is located in the process, and what actions are being taken on the bill (amendments, fiscal notes, favorable or unfavorable committee reports, and audio floor debates). You can subscribe to WebWatch, located on each bill document page to receive automatic emails that notify you of changes to the status and text of each bill to which you subscribe.

The bill status menu option also located on each bill document page provides the bill history of official actions taken on each bill during the session.

12. What is the process for getting co-sponsors for my legislator's bills?

Obtain a cosponsor signature sheet from the docket clerk in the house where your legislator hold membership. Obtain the signatures of those legislators in that body who want to cosponsor the legislation. Once these signatures have been collected, return the coponsor sheet to the docket clerk. Only a representative may cosponsor legislation that originates in the House of representatives and only a senator may cosponsor legislation that originates in the Senate.

A. Adding Cosponsors Before the Bill is Numbered

Ideally, cosponsors are added before legislation is numbered because the cosponsors' names are then included on the numbered bill. Cosponsors can be added before numbering in one of two ways. The sponsor can obtain a cosponsor signature sheet from the House or Senate docket clerk or from the LRGC and have interested members sign the signature sheet. The completed signature sheet should be given to the LRGC. The names of the cosponsors will be entered into the database and printed on the bill when it is numbered.

Alternatively, if a legislator wishes to cosponsor legislation, the sponsor or cosponsor can directly contact the data management specialists in LRGC. The drafter needs to notify the data management specialists if the drafter receives a request that a legislator be listed as a cosponsor.

B. Adding a Cosponsor After the Bill is Numbered

After legislation is numbered, cosponsors may be added in one of two ways. A cosponsor can be



added after legislation is numbered by the sponsor who obtains a cosponsor signature sheet from the docket clerk of the house of origin to circulate among the body. The completed signature sheet is then returned to the docket clerk to be attached to the official copy of the legislation, often referred to as the "backed bill."

Alternatively, a legislator may notify LRGC that the legislator wishes to be added as a cosponsor on legislation. If a drafter is notified by a legislator, the drafter informs the data management specialists of LRGC.

C. Withdrawal of Cosponsors

A legislator may withdraw the legislator's cosponsorship only before final passage of the legislation in the house where it originates by providing to LRGC a completed cosponsor withdrawal form. The cosponsorship can be withdrawn without permission of the originating house sponsor and without another legislator being substituted.

13. How do I access the floor calendars from the legislative website and what information will they provide?

The House and Senate floor calendars display in real time the bill numbers of bills in the order in which they are reported by the standing committee to which they were assigned. Bills are debated in open session in this order, top to bottom. Floor calendars will aid you in determining when your legislator's bill will be up for debate. Understanding motions used in parliamentary procedure will help you make the judgment as to when your bill will be debated.

14. What does it mean to introduce a bill by short title?

The 11th day of the session is the last day for introduction of bills. In order to preserve the option of introducing legislation and still adhere to the 11th-day rule, bills are introduced with only a short title and without bill text. After the 11th day, floor approval of any new numbered bill is required. (JR-19.02)

15. Where can I locate the cities and towns along with names and addresses of local elected officials in my legislator's district?

The Utah League of Cities and Towns publishes a directory containing this information. Check with Shelley or Clay at 801-326-1600 for access to this directory.

16. Where can I get a list of lobbyists?

The Lt. Governor's page at the "Utah.gov" website is where you will find a list of registered lobbyists. (<https://secure.utah.gov/lobbyist/lobbysearch>)



17. How and where do I schedule rooms for meetings requested by my legislator with lobbyists, legislative staff, or other individuals and groups?

Legislative Research and General Counsel schedules legislative committee rooms. Call the general number, 538-1032, and ask for the person assigned to schedule committee rooms. There is also a conference room in LFA that may be accessed by contacting that office. Meetings with an LRGC attorney or policy analyst may be held in their individual offices.

18. How do I read a bill?

The following web address at the legislative Web site identifies the parts of a bill: <http://le.utah.gov/documents/aboutthelegislature/billsample/bill.pdf>. Understanding these various components of a bill will aid you in reading and understanding the legislation. A bill may delete existing language from the Utah Code, change language, amend language, or add new language, repeal, repeal and reenact, and renumber sections in the Utah Code. Text enclosed in brackets with a line drawn through it identifies deleted language. Underlined text denotes new language.

19. How do I put together a weekly schedule for my legislator?

Key to providing a daily/weekly schedule for your legislator will be your knowledge of (1) the daily organization of legislative committee meetings and floor time and (2) your legislator's committee assignments.

Generally, legislative standing committees meet each morning beginning at 8 a.m. Floor time is scheduled from 10 a.m. until 12 noon. The lunch break runs from 12 noon until 2 p.m. Appropriations subcommittees and standing committees alternate the afternoon committee meeting time slot beginning at 2 p.m. and ending at approximately 5 p.m.

Political party caucuses are generally held during the lunch break on Tuesdays and Thursdays.

With this information, you can create, update, or change a daily/weekly schedule for your legislator.

20. How long should I remain at the Capitol each legislative day? Can I leave early if my legislator leaves early?

Your commitment is a full eight-hour day for each of the days the legislature is in session, Monday through Friday. The last few days of the session may require your presence into the evening. Meeting your legislator's needs by being accessible to them is your first priority. Insure that your legislator knows where you can be found. Give him your telephone number. Accommodate his schedule by adjusting yours appropriately.



21. How do I find out my legislator's committee assignments?

Your legislator's committee assignments are included with his biography and photo on the legislative Web site.

22. How do I search the Utah Code? What will the annotations tell me?

Organization of Utah Code Sections. The Utah Code is divided into titles, chapters, parts, sections, and subsections. A title generally contains a single, general subject, such as “labor” or “public safety.” A title is then divided into chapters along more specific subject matter. Titles, chapters, and parts are numbered by Arabic numerals and cited in descending order.

Sections are the fundamental unit of the Utah Code. They are divided into three numbers offset by hyphens. The first number indicates the title. The second number indicates the chapter. The third number is the number unique to that particular section. The third number is usually a three-digit number beginning with “101.” If a chapter is divided into parts, the first number of the three digit number reflects in which part the section is located, i.e., Title 10, Chapter 23, Part 2 or §10-23-201.

The annotated are commentaries or explanations at the end of each section of the Utah Code. These commentaries are not part of the official code but may be helpful in interpreting the law. They include a legislative history, collateral references, cross references, compiler’s notes, annotations, and comparable provisions.

23. What are the "Laws of Utah?"

The enrolled version of any legislation passed by the Legislature is compiled and published in the Laws of Utah. An enrolled bill that is either signed by the Governor or allowed to become law without the Governor’s signature is listed in the Laws of Utah in accordance with chapter numbers assigned by the Office of Legislative Research and General Counsel, generally in the order of the Governor’s action. Resolutions are included in the Laws of Utah, but not assigned a chapter number. Vetoed legislation is not assigned a chapter number and is included immediately following the Governor’s letter explaining the veto.